

A. Labor Saving Devices

1. The following labor saving devices are now in use in the various CIA offices:

a. Electromatic Typewriters - including standard, special and proportional spacing, and equipped where required with pin feed devices for fanfold forms.

b. Addressograph Equipment

c. Automatic Staplers

d. Thermofax Printers - high speed reproduction of single copies from black and white originals. A heat process using special wax coated paper. Speed equals eight seconds for legal size documents.

e. Xerog-printers - Xerography process of dry printing. Will copy black and white, ditto and other colored inks on to bond paper or offset printing mats for reproduction of additional copies. Speed equals approximately three minutes for any size paper up to legal size. This equipment supplements Thermofax Printers.

f. Faxograph - Reproduction of original copy by facsimile processes. This equipment has been in use since 1948 and has paid for itself. Use has been diminished by installation of Thermofax and Xerography.

g. Microfilm Cameras and Readers

h. Electric Time Stamps

i. Burster - This machine automatically separates pages of punched card fanfold form listings and stamps the security classification at the top and bottom of each page.

j. Decollator - (On Order) Automatically removes carbon paper from multi-copy fanfold form punched card reports.

k. Test Scoring Machines - Automatically checks the accuracy of answers to questions on examination sheets and tabulates the grade attained.

1. Postage Meters, Postage Scales, and Automatic Letter Openers
(Mail Room)

m. Special Offset Printing Equipment - Used to reproduce control and distribution slips for documents and to reproduce bibliographic data and abstracts on Document and Graphic Index Cards (Intellofax System).

n. Faxcard Scanners and Receivers - Special equipment combining facsimile and punched card methods, originated in and developed for CIA to solve the problem of producing abstracts of documents upon request and reproducing that data on the spot or transmitting and reproducing them at distant locations. The entire process is known as the Intellofax System.

o. Multilith Machine (Model 75) - Small Multilith Machine designed for use by general office personnel. Used to produce Daily and Weekly Summary.

p. In addition to the above equipment, mimeograph, ditto, and other types of equipment commonly used in business offices have been installed where the need has been justified.

2. Some of the machines and methods which are being investigated are:

a. Univac and similar "memory" machines using magnetic tape as the basic record.

b. Methods and machines which will provide a fast and direct means of producing blown-up prints or offset printing mats from microfilm.

c. Use of aluminum multilith master plates to replace zinc plates.

d. Security unit for facsimile transmission.

e. New punched card machines and methods known as the "Luhn" or "Dyson" Machines. These machines have been demonstrated to CIA but are still "under wraps".

3. There are various types of special equipment installed in the Office of Special Operations which may duplicate the equipment described in paragraph 1 or which are unknown to this office.

B. Types of Reproduction Available

1. The types of reproduction available to CIA through the Services Division, Administrative Staff, and the Government Printing Office are as follows:

a. Services Division

Spirit Process (ditto)
Mimeograph
Offset Printing up to 17x22" plate size
Microfilm - complete processing
Microfilm Printing (automatic)
Photostat Photographic (prints and negatives)
Color Photography

b. GPO-State Service Office, South Building

Offset Printing (larger than 17x22" plate size)
Letterpress Printing